

Healthy Living Innovation Awards Instructions for Submitting Nominations 1/18/2011

Nominations for the Healthy Living Innovation Awards will be accepted through the challenge.gov website at the following URL:

<http://HealthyLivingInnovation.challenge.gov>

Visit the website to read the instructions, rules, and eligibility criteria for the Healthy Living Innovation Awards. When you are ready to submit a nomination, please follow the steps outlined below.

Nomination Process:

The Healthy Living Innovation Awards nominations must be completed in two parts.

- The first part, consisting of simple information identifying the entry, is entered directly into fields on the challenge.gov web site.
- The second part collects specific details and a narrative about your innovation using a PDF form that must be completed and then uploaded to challenge.gov.

Once both parts are completed, you then submit your nomination for review.

Follow these steps to complete and submit a nomination:

1. **Register for an account** at <http://HealthyLivingInnovation.challenge.gov> by clicking the Sign up link. Log in with this account and then select the orange “Post a Submission” tab, located towards the top right corner of the page.
2. Using the interactive form on the “**Post a Submission**” page, enter some of the basic information about your innovation (Title, Innovation Narrative Summary, Organization Name, Primary Category and Secondary Category).
3. **You do not need to complete the entire interactive form at once.** Fields that are marked with asterisks are required to submit a completed nomination, but only “Title of Innovation” is needed to save a draft. **Use the “Save as Draft” button at the bottom of the page to save entered text so that you can return to it later.**
4. **You may continue working where you left off** by logging back into **HealthyLivingInnovation.challenge.gov** and selecting your innovation title from the dropdown list marked “Your Submissions.” This menu will appear in the upper right corner beside your login name.

5. Next, download the PDF Nomination form and save it to your computer. To get the form, you can use the links provided on the “Post a Submission” page from step 2 above, or go directly to <http://www.hhs.gov/secretary/about/healthyliving/nomination.pdf>.
6. Once you have previewed the nomination form using Adobe Reader, gather the information requested as well as an image file to represent your nomination. (This can be an organizational logo, a photo, or a graphic.) This image will be visible on the Challenge.gov website next to the narrative summary of your innovation.
7. Open and complete the form using Adobe Reader. Then use the menu options File>Save As to save the completed nomination form with a new name that includes your innovation title (e.g., “Innovation_Title_ nomination.pdf”)
8. When you are done, log back into HealthyLivingInnovation.challenge.gov and select your innovation title from the dropdown list marked “Your Submissions” which will appear in the upper right corner beside your login name. This will return you to your draft nomination.
9. Fill in any remaining required basic information fields in the web-based form.
10. Upload the image representing your innovation.
11. Use the Browse button, “Upload completed PDF nomination form” to upload the completed nomination form from step 6.
12. Check the box at the bottom of the page to indicate that you have read and agree to be bound by the official rules for this challenge.
13. You can preview the information that you have uploaded before submitting it. However, you must return to the “Post a Submission” form and select “Submit for Review” to formally submit your nomination. To return to the “Post a Submission” form from the Preview page, please select the blue, highlighted text at the top of the page that says, “Edit your submission.”
14. When you are ready to send your complete nomination for consideration in the 2011 Healthy Living Innovation Awards, select the blue “Submit for Review” button at the bottom of the page. This completes the application process.

Only electronic nominations will be considered. ALL nominations must be received by 11:59 PM EST March 1, 2011. For questions or issues with the nomination form please email healthyliving@norc.org, or call Heather Langerman, NORC at the University of Chicago, at 301-634-9516.